





TO: State Workforce Innovation Council Chairperson
Marion County Workforce Investment Board Chairperson & Director
Regional Workforce Board Chairpersons
Regional Operators
Directors of Operations for Northern and Southern Indiana

FROM: Teresa L. Voors 
Commissioner, Indiana Department of Workforce Development

THROUGH: Dale Wengler 
Deputy Commissioner, Policy & Field Operations

DATE: April 4, 2008

SUBJECT: DWD Policy 2007-24
Regional Operator Procurement Process

Purpose

To issue policy regarding the procurement of Regional Operators

Rescission

None

Contents

DWD Policy 2007-14 requires that the regional operator be an independent contractor hired by the regional workforce board through a full and open competitive process. The competitive process must include, but not be limited to, at least the following elements:

- A formal, public, printed announcement
- An applicants' conference (optional)
- A pre-established and published set of selection criteria (which include applicant's past performance)
- Pre-set weightings for the above criteria
- A formal, hardcopy application
- A documented application review
- Documented negotiations between the regional workforce board and the successful candidate
- A legal contract between the regional workforce board and the regional operator detailing goals, procedures, and obligations, including deliverables.

To assist the regional workforce boards in complying with the requirement for a full and open competitive process, the state's competitively procured fiscal agent, or other entity approved by the Department, must be used to manage all procurement processes for regional operators on behalf of the regional workforce boards. This will ensure the integrity and consistency of the procurement process across the State.

Review Date

October 1, 2009

Ownership

DWD Policy Unit

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Effective Date

April 4, 2008

Action

Regional workforce boards must ensure compliance with the competitive procurement process as it relates to the procurement of a regional operator. Boards seeking to procure a regional operator must engage the services of the state's independent and competitively procured fiscal agent to manage the procurement process.